

General Employee Safety Meetings

All employees are required to attend a monthly safety and health meeting. This meeting will help identify safety and health problems, develop solutions, provide training, and evaluate the effectiveness of the safety and health program.

An employee will be designated each month to keep the minutes. A copy of the minutes will be posted in a place where all affected employees have access to them. The company should archive meeting minutes for a specified period of time such as one year for follow-up/review purposes. *(The company may choose to post minutes on employee bulletin boards, on an intranet, etc. Additionally, the company may choose to archive such records electronically).*